

**MEMORANDUM**  
**Office of the County Administrator**

TO: Board of County Commissioners

FROM: Thomas J. Willi  
County Administrator

DATE: January 3, 2006

SUBJECT: County Divisions' Monthly Activity Report for December, 2005

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MONTHLY ACTIVITY REPORT – DECEMBER, 2005

KEY WEST AIRPORT

- Continued to deal with the aftermath of Hurricane Wilma. Completed damage assessments. 90% of all hurricane repairs have been made.
- Received BOCC approval to begin Sky Cap service at Key West International Airport.
- Made significant progress with the architectural and engineering work on the new McCoy Terminal complex.
- We decorated all of the terminal buildings with holiday lights on both the airside and the landside for the first time in two years.
- Even though we experienced four hurricanes this season, our passenger numbers are up 2% over last year.

HOUSING & COMMUNITY DEVELOPMENT AND  
MARATHON AIRPORT

- Application for an Airport Operating Certificate for Florida Keys Marathon Airport has been approved by the Federal Aviation Administration (FAA) and an Airport Operating Certificate has been reissued.
- Airport Certification Manual has been submitted and approved for Class IV Airport for Florida Keys Marathon Airport to comply with CFR 14 Part 139 as administered by the FAA.
- Monroe County Workforce Housing Task Force met twice during the month of December 2005 and adopted the following eight resolutions:

1. Resolution re: Fractional ROGOs, Density Bonuses and Gross Acreage Calculations
  2. Resolution re: Trailer Park 380 Agreement ROGO Transfer Considerations
  3. Resolution re: Income Requirements
  4. Resolution re: Public Ownership of Subsidized Developments
  5. Resolution re: Current Criteria, Bedroom Size, MCHA Role and Resale Purchase Option
  6. Resolution re: ROGO Point Increase (to 6 points) for Immediately Buildable Donations
  7. Resolution re: ROGO Allocation Pipeline and Reservation
  8. Resolution re: Density Increase for Single Lot Zoning Parcels
- Florida Keys Marathon Airport (Air Service) Task Force held an organizational meeting on December 9, 2005. The following were included on the agenda for the meeting.
    - Report on Recent meetings with Airlines
      - Gulfstream Airlines: Verbal interest expressed for two turns a day (incoming and outgoing) to Ft. Lauderdale and two to Tampa commencing in Fall of 2006.
      - Delta Airlines: Verbal interest expressed for three turns a day (in-season) to Atlanta; two turns (out-of-season) to Atlanta
    - Airline Negotiations
      - Estimated start of air service:
      - Gulfstream – Fall 2006
      - Draft agreement prepared for forwarding to Gulfstream
      - Delta – Pending negotiations
      - US Air – Pending negotiations
    - Airport Damages from Hurricane Wilma
      - Airfield operating 24/7.
      - Severely damaged Terminal from storm surge including floors, walls and electrical
  - Recovery activities associated with Hurricanes Katrina, Rita and Wilma are continuing at Florida Keys Marathon Airport and within the Emergency Communications Department.
  - Researching information for Housing and Community Development Division webpage.

- Activities associated with the transition of the Emergency Communications Department to the Monroe County Sheriff's Office are on-going.

## EMPLOYEE SERVICES

Website Updates (Other Than Normal Position Vacancy Updates, Etc.):

Human Resources:

Updated 10 new job descriptions, deleted 10 old job descriptions.

Benefits:

Page now reflects new KPHA provider directory.

Turnover Numbers To Date:

December turnover: 1.49%

Turnover for year (Jan – Dec): 13%

December			
Resignations: 3 (Paygrade: 11, 8, 7)	Terminations: 2 (Paygrade: 5, 6)	Retired: 3 (Paygrade: 7, 10, 9)	Deceased: none

Activities:

- Hazwopper Class (proper use, storage, disposal of property) – Public Works-for middle and upper keys employees. Key West class will be provided in near future.
- Defensive Driving Class – New employees within past 2 years – for middle and upper keys. Key West class will be provided in near future.
- Employee of the Month and DrugFree Workplace Policy (Administrative Instructions) revised.
- End of enrollment period – 100+ changes were processed for active and retired employees.
- LES Form S1-5 – Workers' Comp Self-Insurer Payroll report submitted (Due 12/1).
- Actuarial Certification (F.S. 112.08) completed and sent to Wakely for review and submission to State (Due 12/30).
- Division Director assigned to team as a FL Sterling Challenge Examiner.

## BUDGET & FINANCE

- Meeting held December 22, 2005 regarding the Key West Airport Financing of the New Terminal, and to meet with UBS Financial services, the Senior Underwriting Manager. Newton & Associates, Public Financial Management, Nabors, Giblin & Nickerson and Bryant Miller and Olive were all represented at the meeting. The recent interest rate hikes and general interest rate environment was discussed and how the Bonds may be affected by the current planned structure of the debt.
- Continuing Disaster recovery services with Adjuster's International. Project worksheets have been written for DENNIS, KATRINA, RITA. There are additional PW's that will need to be written for WILMA as damages continue to be assessed. See Below for Hurricane Financial Summary.

Hurricane	Eligible Total of Project Worksheets	Payments Received to Date	Unpaid PW's (Eligible Costs)	Estimated County Contrib 12.5% of total	Actual Expenditures Per Finance	Actual County Contrib To Date
Dennis	3,112,684	1,339,162	1,773,523	389,086	1,738,907	399,745
Katrina	1,092,159	212,719	879,440	136,520	260,927	48,208**
Rita*	975,664	110,447	865,217	121,958	684,058	573,611**
Wilma	25,368,064	738,537	24,629,527	3,171,008	3,399,794	2,661,257
<b>Totals</b>	<b>30,548,572</b>	<b>2,400,865</b>	<b>28,147,707</b>	<b>3,818,571</b>	<b>6,083,686</b>	<b>3,682,821</b>

**\* Hurricane Rita was declared for categories A & B only, which are Debris Removal and Emergency Protective measures.**

**\*\* Certain projects for Katrina and Rita were under estimated, and will be reopened for additional reimbursement once actual costs have been determined.**

- Contracted with Lazy Days trailers for 40 trailers initially. Additional 8 trailers contracted for with Lazy Days for temporary Employee Housing. Received (2) checks for \$635,529.28 and \$103,008.00 which represents the federal and state portions respectively, of the first 40 trailers.
- Emergency Bridge loan update. \$1,000,000 has been designated for Monroe County businesses that sustained physical damages as a result of WILMA. Four local banks, Orion, TIB, First State and Keys Federal Credit Union have assisted in processing and approving these loans. The program which ended on December 16, 2005 loaned a total of \$933,000 not including documentary stamps which were paid for by the SFRPC.
- Received Draft Cost allocation plan from the County's consultant KPMG, and have received comments and concerns from Clerk's Finance department. Currently in process of answering these concerns and finalizing the plan which has been updated to reflect more current cost pools and receiving pools contained in the plan. The allocation bases used by the consultants are more reflective of the material and labor charges per department for multi-occupant buildings by square footage occupied.

- Emergency Communications is slated to become part of the Sheriff as such we have analyzed questions from the Sheriff related to the 05 budget 05 \$338,000 which was a transfer from Interagency communications during fiscal 05' via BOCC resolution. This was not re-budgeted for FY 2006.
- As a result of various public safety vehicle needs in the county there have been some projects shifted from the 2003 Infrastructure Sales Tax Bonds proceeds fund to the One cent Sales Tax Infrastructure fund, and vice versa. Bond Counsel has advised these transfers are allowable under both the terms of the Infrastructure Sales Tax Bond Resolution, and the Ordinance which extended collection of the Sales Tax through 2018. The BOCC need to formally approve the Capital plan changes, and needs to amend Appendix A to the Bond Resolution which lists the initially contemplated projects or simply approve of a consent agenda item explaining the transfers. Will be an agenda item for January.
- As a result of the referendum election which took place on October 4, 2005 and approved by voters, the Key Largo Fire Rescue and Emergency Medical Services district, an independent special district was created. Our office prepared 5 years of audited financial information for the members of the new district which was presented at the November 29, 2005 transition team meeting. An invoice for \$100,000.00 as per the inter-local has been generated and forwarded to our office and will be paid upon approval of the resolution creating the budget for the advance. Waiting on executed Inter-local agreement for payment to be completed.
- As a result of the Conference call held on December 20, 2005 between Fire Rescue, OMB, the County Attorney's office and Public Financial Management, Hal Canary of PFM has referred our LOSAP plan to a member of his firm that specializes in these types of Plans. The LOSAP plan falls under the guidelines of a chapter 457 plan. It is intended to reward the volunteer for service to the community with tax deferred income benefits, with no affect on other Pension Benefits, Social Security or IRA contributions. The Monroe County Ordinance 026-1999 may need revision as the ordinance directs the plan assets to be invested in accordance with chapters 218.415 of the Florida Statutes. This statute specifically refers to the investment of a local government's surplus funds and specifically excludes pension funds. It is the opinion of the actuary, that LOSAP assets need to be more aggressively invested. Therefore an investment policy specifically for LOSAP will need to be written.
- The 2006 adopted budget book will be submitted prior to January 16, 2005 to the GFOA for consideration of the award for "Distinguished Budget Presentation. The bound books will be sent out to the Commissioners and other users shortly after that date. The deadline for Hurricane affected counties was extended for the FY 2006 Adopted Budget.
- Approximately 65 Rollover Resolutions were executed during December. These rollover resolutions bring forward the unbudgeted items into the 2006 adopted fiscal year budget from the 2005 year end. (ie. Grants are unbudgeted)

- Special meeting held to approve the temporary loan of cash from the Once Cent Sales Tax Infrastructure Fund (304) to the Grant fund to provide cash flow for hurricane related spending. As reimbursements from Federal and State agencies accelerate, these funds are expected to be repaid to the Infrastructure fund well before the end of fiscal year 2006.

## COMMUNITY SERVICES

- Updated the Florida Keys Council for People with Disabilities website and power point presentation on Channel 76.
- Working with Myra Hernandez, City of Key West, regarding the Monroe-Dade Express / Lower Keys Shuttle website update.
- Attended the “Senior Citizens Holiday Luncheon” at the Nutrition Site, Harvey Government Center, in Key West.
- Coordinated getting Firefighter Contract ready for Board Approval.

## Social Services

### Nutrition

- Eight local artists and intergenerational concerts with children from the Key West YMCA were conducted at the Plantation Key, Marathon, Big Pine and Key West Nutrition Sites and Bayshore Manor.
- Key West Sunrise Rotary, the Big Pine Rotary, the Marathon Rotary, and the Upper Keys Rotary purchased gifts for all Nutrition Program Clients in their Operation Senior Santa Program. This is the 4<sup>th</sup> year for this program that won the award from the National Association of Counties. Three hundred radios and batteries were distributed to the meal site and home-delivered meal clients. The Marathon Rotary sponsored the Marathon clients to view the decorations and displays at the Marathon Garden Club, followed by a delicious hot luncheon provided at the Sombrero Country Club. Entertainment was supplied through the “Senior Lunchtime Concert Series Grant Program”. In addition to the portable radios, clients received lovely Christmas Cacti and boxes of cookies.
- While the Marathon Clients celebrated at the Sombrero County Club, the other three Nutrition Sites had parties at the Centers. Key West hosted 75 people including, Nutrition Program participants, Bayshore Manor clients, and members of MARC House. Representatives of the Sunrise Rotary also attended. Music through the grant program included keyboard, drums, and special singers. The clients sang carols and some performed individually. Plantation Key and Big Pine also had successful parties with music, great food, and gifts.

- The State and federally funded Life Line Program that provides assistance for installation and use of telephones to eligible older adults provided informational programs at the four Nutrition Sites.
- The Key West YMCA kids visited the Truman Nutrition Site and shared a pizza lunch and homemade cards with the clients. The children also performed for the holidays. The program was sponsored through the Arts Grant and the Nutrition Program.

#### In-Home Services

- Had our Annual Older Americans Act (OAA) Audit given by the Alliance for Aging, Inc. We received an excellent review.

#### Welfare Program

- Social Services and friends celebrated Jeanie Chancey's retirement party with 22 years of service to the County.
- Approximately 150 clients were assisted in getting their electric bills paid. LIHEAP paid out approximately \$25,000 in Crisis situations, Home Energy, and Weather-related/supply conditions.
- Social Services employees attended a three-hour training seminar on December 29, 2005 regarding the Medicare Prescription Drug Program, presented by Kathy Sarmiento of S.H.I.N.E. (Serving Health Insurance Needs of Elders)

#### Bayshore Manor

- Upon completion of major repairs from Hurricane Wilma to Bayshore Manor, the residents moved back in on November 29, 2005.
- The Christmas season was celebrated with a wonderful party and entertainment was provided by the Key West Women's Club. The Lower Key's Women's Club presented each resident with gifts.

#### Libraries

- Usage of library services is greatly increased this past month over last year. Subscription database usage was 2,594% higher than in November of last year. 7,518 public access computer sessions were provided to the public for the month—a 5% increase over a year ago. In November, the Library page was the most popular link from the County homepage with 13,580 hits. The Libraries welcomed 35,695 customers in November 2005, a 36% increase over the previous month.
- The Library's Horizon Information Portal server was out of service during much of November and December. HIP had record high usage during October: 11,506 searches were conducted by users at home and in-house. We are trying to reach out again to these users and let them know that this popular service has been restored.

- One of the Library's new online resources is the Online Book Club. This service provides readers with a "Chapter-a-day" from a newly published book. For a week, a chapter is sent to their email. November statistics were: Total individual members = 430 (one member may belong to several clubs, but is only counted once) Number of times our club members accessed our book clubs last month = 8,600
- The loss of Library materials due to Hurricane Wilma has topped \$6,000.00, as the reports continue to come in from patrons; a still higher total is anticipated, as we hear from more patrons who are just now returning and begin to count up losses from those whom we are no longer able to contact.
- The Marathon Library Building Project Committee met on December 13, Norma Kula was named one of a sub-committee of three to deal with any snags that might arise in the joining of building needs and preliminary plans prepared by the City of Marathon and the Monroe County Library.
- The Monroe County Library Advisory Board met for the first time since September. Board members were brought up to date on Library events and projects. Annual elections were held and Maria Richardson and Ralph Close were re-elected Chairman and Vice-Chairman, respectively.
- Despite the time spent by patrons in hurricane recovery efforts, County-wide circulation numbers for November 2005 were nearly equal to those for November 2004.

#### Extension Services

##### Marine

- The Marine Extension Agent was an invited participant by the Gulf of Mexico Fishery Management Council to participate in an Ad Hoc Grouper IFQ Panel for the Gulf of Mexico that will be comprised of scientists and fishermen. The use of IFQs, or Individual Fishing Quotas, is considered by many to be the major future management approach to regulating commercial fishing harvest at sustainable levels with minimal social and economic disruption to fishing communities.
- Testified at a Florida Fish and Wildlife Conservation Commission meeting in Key Largo about the purpose and potential of the Gulf of Mexico Grouper Limited Effort Program.

##### 4-H

- The Upper Keys 4-H Extension Seasons of Service (SOS) club is in the process of becoming a Nationally-recognized chartered club. They completed youth officer elections and they continue to work with other community groups to initiate service projects. Eight members attended a workshop where they learned how to teach the American Red Cross curriculum entitled "Masters of Disaster" to younger students. They will begin teaching the six series class to elementary age students next semester.



## GROWTH MANAGEMENT

- Code Enforcement Department issued 149 notices of violation, including 30 for work without a permit and initiated 238 new cases and closed 256 cases.
- Building Department filled two permitting technician positions; the Growth Management Director submitted his resignation.
- Marine Resources Department completed details for marine debris and derelict vessel removal in response to Hurricane Wilma.
- GMD staff coordinated the siting and permitting of temporary RV trailers with federal, state, and local emergency management staff.
- GMD staff coordinated the “fact finding” field trip of various hammock patches throughout the County conducted by DCA Secretary Cohen and Commissioner Nelson. Based on this field trip, staff prepared revised Special Protection Area (Tier III-A) Maps for review by the Board of County Commissioners and DCA.
- GMD staff initiated work on redrafting land development regulations to implement the Tier System, including vesting provisions.
- GMD staff worked with County Attorney in preparing language for defining “new construction” used by the Federal Judge in revising injunction order affecting issuance of flood insurance.

## EMERGENCY SERVICES

- Engines 13 and 17 were upgraded to Advanced Life Support (ALS) engines to provide ALS when primary unit has been dispatched to another call.
- New rescue unit was placed in service at Station 9 and all crews received required in-service training.
- The Monroe County Fire Academy completed a FFII class and the state test was administered.

## PUBLIC WORKS

- Completed Hurricane Wilma clean up.
- Completed beach sand clean up at Higgs Beach.
- Continued with hurricane repairs at various County facilities.

- Helped finalize repairs to Bayshore Manor for its reopening.
- Completed FEMA trailer hook ups for County staff.
- Completed FEMA reimbursement worksheets for Katrina & Rita.

## ENGINEERING

- **Freeman Justice Center** –The Contractor is finished with the 2<sup>nd</sup> story columns and shear walls. The legal issue continues. The State licensing board will most likely not make its ruling until sometime in the first quarter of 06. The Facilities Development Department continues to document all finding related to the County’s future claim.
- **North Key Largo Fire Station** – The contract has been executed and a Notice to Proceed was issued effective Nov. 7<sup>th</sup> ‘05. Permit has been issued. Demolition of the existing building is complete, site work has been started and the contractor is starting the foundation.
- **Medical Examiner’s Office** – Permit has been issued, contractor to provide insurance policies and proposal for environmental mitigation. The issues with the bond and builders risk appear to be resolved and the contractor is planning to have the proper documents to F.D. the week of Dec.19<sup>th</sup> in anticipation of a construction start on Jan. 5<sup>th</sup> ‘06.
- **Key West Airport Terminal** – The GC-CMAR has been selected and work on the Drawings is continuing. Groundbreaking will be January 18, 2006.
- **Big Pine Fire Station** – The Architect has completed the Drawings and technical specifications. The schedule is as follows:

Documents available on DemandStar	Jan. 13, 2006
Mandatory Pre-bid Conference	Jan 31, 2006
<b>Bid Due Date</b>	<b>Feb. 15, 2006</b>
BOCC Award (anticipated)	Mar. 15, 2006
NTP (anticipated)	Apr. 4, 2006

Facilities Development would recommend that this project and the other fire stations be bid as a package. This action would serve to obtain a better bidding position and reduce the administrative efforts of department staff. This project will have as “**Alternate No. 1**” the Tavernier Fire Station Renovation and Addition.

- **Big Pine Key Park Demolition** – The Tech. Specs. Are being reviewed. The project will go out to bid as “**Alternate No. 1**” on the Big Coppitt Park Project. The dates on the Big Coppitt Park Project are as follows:

Documents available on DemandStar	Jan. 20, 2006
Mandatory Pre-bid Conference	Feb. 9, 2006
<b>Bid Due Date</b>	<b>Feb. 22, 2006</b>
BOCC Award (anticipated)	Mar. 15, 2006
NTP (anticipated)	Apr. 4, 2006

- **Big Pine Park** – The Architect has completed the Construction Drawings and the Tech. Specs. F.D. has generated the Front End Documents and Site. The site plan is complete barring any changes. This project could go to permitting in Jan. '05. Because of the problem with the basin fill permit this project will not go to bid until permits have been issued.
- **Upper Keys Gov. Center** – The Schematics are complete and the GC-CMAR has been selected. The DDs are being produced. PSI has generated a Geo Tech Report and a Perc Test. Site work is expected to begin in February 2006.
- **Tavernier Fire Station** – The Contractor has terminated the contract. Legal is pursuing a remedy which could involve going after the Contractors performance bond. The second place bidder (Pino Kaoba and Asso.) has been contacted to see if they are interested in taking on the project. At this time they have not responded to the request of an interest in the job.

This project is going out to bid as “**Alternate No. 1**” on the Big Pine Key Fire Station Project with dates as follows:

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- **Public Works Facility Rockland Key** – The “Project Program” is being revised to incorporate changes that may be put into the project.
- **Big Coppitt Park** – The project will go out to bid with the dates as follows:

Documents available on DemandStar	Jan. 20, 2006
Mandatory Pre-bid Conference	Feb. 9, 2006
<b>Bid Due Date</b>	<b>Feb. 22, 2006</b>
BOCC Award (anticipated)	Mar. 15, 2006
NTP (anticipated)	Apr. 4, 2006

This project will have as “**Alternate No. 1**” the Big Pine Key Park Demolition Project.

- **Duck Key Paved Pathway** – Design and project manual complete. Bid opening being scheduled.
- **Debris Removal** – Removal of final pass complete with 340,000 CY picked up. Removal of debris from reduction sites underway. Marine debris removal to start in January.

#### TECHNICAL SERVICES

- Met with Nextel to do upgrade on 160 phones which are out dated, upgrade was done on 101 phones.
- Matthew Wilts last day January 6, 2006.
- Staff is installing the new 100 computers under the Technology Plan, should have all of them install by the end of January 2006.